

To all  
Exhibitors of the  
CannaTrade.ch 2006

Bern, january 2006

## **CannaTrade.ch 2006**

Dear Exhibitor,

We have received your reservation of a stand at CannaTrade.ch 2006, and we would like to thank you for the confidence you have shown us.

This year, the CannaTrade.ch will be held the 6<sup>th</sup> time. A large part of the success of the Hemp fair is due to its exhibitors and visitors – thank you very much!

**Important!!!** Please help the organisation of CannaTrade.ch to run smoothly:

- a. Carefully check your status sheet, and immediately inform us of any mistakes (This will be your entry in the catalogue!).
- b. Fill out and fax us the employee form (for badges, the exhibitor evening and the parking card).
- c. Exhibitors advertising in the catalogue, please send your data to CannaTrade.ch ***latest until the 12.02.2006.***
- d. Please carefully check your bill, inform us immediately of any mistakes. Please pay on time the full amount of the bill.

Note: In the past years, we had extensive problems with clients which didn't payed their bill. To make CannaTrade.ch 2006 happen, this circumstance mustn't happen again. Please note, that we consider your inscription just in the case we received the full amount before the fair. Thank you for your comprehension.

We are delighted to welcome you to CannaTrade.ch 2006, and would like to wish you a successful fair.

Yours faithfully,  
Team CannaTrade.ch 2006

Attachement: Invoice  
Informations  
Program exhibitors  
Memorandum  
Form "Inscription Informations"  
Arrival Times for Assembly and Disassembly  
Order form for furniture  
Custom Informations

## Informations

### Raffle

For the second time, we will be organising a raffle during CannaTrade.ch. All net profit from the raffle will go to the Swiss Hemp Coordination (SHK/CSC) [www.hanf-koordination.ch](http://www.hanf-koordination.ch) and the committee of the Hemp initiative, [www.projugendschutz.ch](http://www.projugendschutz.ch)

We thank all exhibitors wishing to **donate prizes** for the raffle to support the hemp initiative. Please us per formulary (attachment) or contact directly the Fair organisers. All sponsors will be mentioned on the list of donators.

### Hotels

To look for hotel reservation we recommend the homepage [www.berntourismus.ch](http://www.berntourismus.ch).

### Opening hours for visitors of the CannaTrade.ch 2006:

<b>Friday</b>	<b>March, 24th 2006 from 11:00 am to 07:00 pm</b>
<b>Saturday</b>	<b>March, 25th 2006 from 11:00 am to 09:00 pm</b>
<b>Sunday</b>	<b>March, 26th 2006 from 11:00 am to 06:00 pm</b>

## **Program for CannaTrade.ch 2006 exhibitors**

### **Wednesday, march, 22th 2006**

07:30 am to 12:00 pm set-up for exhibitors with their own booth system

### **Thursday, march 23th 2006**

Starting at 08:00 am until 02:00 am set-up of exhibitors with standard rented booths

### **Friday, march, 24th 2006**

08:30 am admission for exhibitors

11:00 am opening of the CannaTrade.ch 2006

7:00 pm The hall will close for visitors, access only for exhibitors and guests, at about

8:00 pm start of the exhibitors evening with free buffet, entertainment and music until about midnight.

### **Saturday, march, 25th 2006**

10:00 am admission of exhibitors

11:00 am admission of CannaTrade.ch 2006 exhibitor visitors

07:00 pm start of the evening program with the Canna Swiss Cup 2005, as well as music program, joint rolling competition and price award to the winners of the Canna Swiss Cup 2005

09:00 Release Party Music4Hemp and CannaParty, BEA-Expo terrain, (next to CannaTrade)

### **Sunday, march, 26th 2006**

10:00 am admission of exhibitors

11:00 am admission of CannaTrade.ch 2006 exhibitor visitors

06:00 pm official end of the CannaTrade.ch 2006 event

10:00 pm rented standard booths need to be cleared

02:00 am hall will be closed

### **Monday, march, 27th 2006**

08:00 am admission for take down day of exhibitors with their own booth system

16:00 pm hall must be cleared

## MEMORANDUM

### Special attendance rules

1. **It is absolutely prohibited to sell, give, donate etc., hemp and their derivatives.** Only the sale, giving or gift giving of hemp plants or hemp cuttings is allowed.
2. All the rules of the general attendant conditions of the BEA Expo need to be obeyed by.
3. The BEA Expo event management and the management of Cannatrade.ch AG have the right to give and enforce instructions.

### Entrance and parking

1. The entrance is signaled.
2. Reserved cards for the parking garage can be picked up at the "Info" booth.

### Booth

1. Reserved standard booths are able to be moved to (carpets, walls, aperture, lights) starting at 8:30am on Thursday, march, 23th 2006. Glue and brackets for pictures can be obtained at the "Info" booth.
2. If you display with your own booth system, please be advised that the carpet can only be fastened with a special carpet tape. This tape can be obtained at the "Info" booth. You are responsible for damage to the hall floor due to the use of the wrong carpet tape.
3. Stickers, posters and other promotional material can only be displayed, stuck or distributed from your own booth.

### Products

- a. The products must have price stickers.
- b. Products which are against Swiss law can not be offered.

### Opportunity makes the thief

Trade shows and exhibitions always attracts a few thieves. Some simple measures can easily be taken to avoid loss through thieves.

1. Set up and take down  
It is well known, that the most is stolen during set up. Do not leave your product unsupervised at the booth during unloading of the vehicle. The exhibition hall is locked during the night. A curtain is recommended to secure the booth in the evening.
2. During the exhibition  
Occupy your booth at least 30 minutes before doors open and never leave it unattended.
3. Damages

Report theft immediately at the exhibit office. There you receive the address of the in charge police station. Theft insurance is always recommended.

## Form “Inscription Informations”

### Exhibitors staff list

To create the exhibitors ribbons, we need the number of all staff who work on your booth while the fair.

Number of staff at CannaTrade 2006: \_\_\_\_\_

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### 2. Registration for the exhibitor evening

At 8 pm on Friday, 24th of March the exhibitor evening of CannaTrade.ch takes place. We would hereby like to invite all exhibitors.

As is tradition already, this year will also be a relaxing get together to meet new people in the hemp field and to learn and exchange information, it is also to enjoy the delicacies of the kitchen on our buffet with your friends.

The exhibitor evening is at the exhibition hall and is on until approx. midnight.

Your Company will get 1 coupon for the buffet. Any additional buffet participant will have to pay Fr. 30.-- .  
(To pay at the arrival)

**Without registration, participation on the buffet is not possible.**

To plan the evening, the following information is needed prior to the evening:

Total of buffet participants: \_\_\_\_\_

Vegetarian: \_\_\_\_\_

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### Parking Cards

Would you like to park your car(s) at the BEA-Expo parking?  
Please note the number of places you need: \_\_\_\_\_

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### Donations for the raffle

I spend the following prices and will be mentioned on the list of donators:

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Thank you very much!

**Stamp:**

**Signature:**

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**PLEASE FAX THIS FORM BY FEBRUARY 28th, 2006 TO THE FOLLOWING FAX NUMBER:**

**FAX: 0041 31 398 02 36**

or: [info@cannatrade.ch](mailto:info@cannatrade.ch)

## Arrival Times for Assembly and Disassembly

We. March 22, 2006                    **7:00 AM – 2 :00 AM** without Deposit  
Th. March 23, 2006                    **7:00 AM – 2 :00 AM** Deposit

Su. March 26, 2006                    **6:15 PM – 2:00 AM** Deposit  
Mo. March 27, 2006                    **7:30 AM – 8:00 PM** without Deposit

### \* Deposit Fees / frais de dépôt

A deposit of Fr. 100 is charged upon arrival at the exposition grounds.  
This deposit will only be refunded if the following conditions are met:

#### **Passenger Vehicle with Trailer:**

Leave the grounds 3/4 hour after arrival, at the latest.

#### **Delivery Trucks up to 3.5 t:**

Leave the grounds 1 1/2 hours after arrival, at the latest.

#### **Lorries:**

Leave the grounds 2 hours after arrival, at the latest.

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**Place in the windshield in a visible location!**

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